

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training ~~CONFIDENTIAL~~

DATE: 8 June 1956

FROM : Chief, Plans & Policy Staff

SUBJECT: Weekly Activity Report #23

I. SIGNIFICANT ITEMS: NoneII. OTHER ITEMS:

1. Discussion was held with [] Chief, Planning Staff, Office of Logistics, and [] SPA-DD/S, concerning plans for briefing sessions to be held with division administrative officers and other DD/P planners on support planning requirements relative to the Clandestine Services Cold War planning system. 25X1
25X1
2. The bi-weekly meeting of the Support Planners on 5 June discussed several Hot War Annexes, the draft of the revised Global War Plan, and means of improving the validity of the support planning. The group decided to meet regularly on a bi-weekly basis.
3. A memorandum requesting an increase in the table of organization of [] to support the new training requirements which will be developed by the language incentive and development program proposed in Regulations [] and [] was prepared and transmitted to the Management Staff. 25X1
4. [] accompanied the Director of Training during his briefing of [] Chief, EE-DD/P, on matters relative to the DTR's trip to field installations. 25X1
5. Continuing a program of briefing division administrative officers on OTR planning factors, [] and [] lunched with Mr. John Blake, Chief of Admin, EE-DD/P, for this purpose. By sheer good luck the group had the pleasure of [] company at the luncheon. 25X1
25X1
6. [] attended the bi-weekly meeting of the CSTC. The committee raised questions concerning:
 - a. The tour of the Washington Cathedral for Agency employees other than members of the French class.

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 REV CLASS C REV COORD. AUTH: HR 70-3

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- b. The need for drafts of field regulations based on the new headquarters regulations on language training.
- c. The need for, and the content of the evaluations prepared by OTR on language trainees.

[] discussed the need for OTR to debrief returned DD/P personnel. The subjects discussed and the questions raised have been passed on to the appropriate School or Staff Chief.

- 7. All comments on proposed Regulation [] Entrance-on-Duty Training, have been received except those of the DD/P. Those components whose comments have been received concur generally in the Regulation as drafted by OTR. 25X1
- 8. Preparation of the 1 July issue of the OTR Bulletin is underway. Reporters in the Schools and others have been most cooperative in supplying articles, information or data for the next issue.
- 9. Draft revisions of two regulations to be proposed in place of the present Regulation [] have been completed. One will prescribe the selection procedures for students going to the senior Defense Schools, the other, procedures for applying for all other external training courses. 25X1
- 10. The Office of Security has been requested to review the security considerations necessary to permit the Office of Training to place its proposed OTR Notice on the Agency bulletin boards.
- 11. A memorandum proposing a reorganization of OTR's library resources to support the new school organization was completed in coordination with the OTR Librarian.
- 12. A reply was submitted to the Director of Training in response to a DD/P questionnaire regarding the use of [] for covert training. 25X1
- 13. Final arrangements were made with the National War College for the attendance of senior Agency employees at individual lectures during the 1955-56 class year. Over the past six months, this Office has handled 231 requests, the majority of which came from DD/I components. [] has handled all the arrangements for attendance at NWC lectures. 25X1
- 14. A meeting was held with the Senior Staff Training Officers of DD/I, DD/P, and DD/S to discuss the problem of the reorganization of OTR Schools and the extension of the BOC to four weeks. The discussion of this problem resulted in:

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- a. A request by DD/I to add a fifth week to the course which would include one week's full-time instruction of an abbreviated IPM for all DD/I personnel.
- b. Both DD/S and DD/P strongly urged that OTR make the BOC Program more flexible by offering it on a part-time basis to all on-duty personnel.

They also requested an opportunity to review the curriculum for the intelligence phase and the communism phase of the proposed four-week BOC. It was agreed that course outlines would be furnished them for consideration at a meeting on 18 June.

15. The revised draft regulation on the Junior Officer Training Program and a draft "blueprint" of OTR-Office of Personnel relationships in carrying out the expanded JOT Program were provided to the Office of Personnel for review and concurrence and to the DD/S for information.
16. The Ad Hoc Committee on Foreign Language Training completed its review and coordination of Agency regulations [redacted] which provide for the development of foreign language skills among Agency personnel and for the granting of foreign language development awards. Chief, [redacted] has made the revisions agreed upon to the drafts and has provided them to this Staff for review and for the approval of the DTR prior to transmittal to the Chief, Regulations Control Staff for promulgation. 25X1
17. Chief, FPS, participated in a special CIA Career Staff Selection Panel meeting to consider an application which was returned to the Panel by the CIA Selection Board. The case concerned a staff employee who returned to headquarters and resigned before completing her overseas tour and was subsequently rehired by the Agency. 25X1

III. PERSONNEL ITEMS: None



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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Plans & Policy Staff

SUBJECT: Weekly Activity Report #22

DATE: 31 May 1956

I. SIGNIFICANT ITEMS: NoneII. OTHER ITEMS:

1. Catalog of Courses - Recent revisions to the Basic and Intelligence Schools' schedules and the school reorganization have been incorporated in the Catalog revision to be distributed during the week of 4 June.
2. Training Requirements for FY 1957 and 1958 - Charts showing summaries by courses of the requirements received from the major components will be distributed to School Chiefs during the week.
3. A meeting was held with Mr. Karamessines, FI Staff, and [redacted] FP Staff, DD/P, to obtain their guidance as to the scope of instruction which CIA might provide for students at The National War College.

4. [redacted]

5. Studies in Intelligence - The third issue -- Articles on Economic Intelligence, by Max F. Millikan and [redacted] -- should be ready for distribution by 4 June. As with the first two issues, half the copies (500-odd) will be disseminated throughout the Agency by an AB-scheme, the other half throughout the IAC by the Liaison Division of OCR.

[redacted] of OSI is working on a fourth draft of an article on Methods of Intelligence Analysis which might be the makings of issue number four.

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6. Office of Logistics Proposal for Support Planning Course - On Tuesday, 29 May, conversations were held with [] Office of Logistics, regarding his proposal that OTR set up a support planning course for DD/S components. OTR questioned the validity of the proposal on the grounds that the training of support planning in any given field, i.e., logistics, was a responsibility of the individual office concerned; since all of the competence in any given support subject presumably resided in each of the components of DD/S and further that no useful purpose could be served by teaching personnel support planners how to plan for Logistics support and vice versa. When this view was presented to [] he agreed with it and asked to withdraw his proposal. In the course of the conversation it became clear that the proposal was made originally not because a requirement existed to train support planners but in an effort to resolve the larger problem of DD/S-DD/P relationships in getting the operational and support planners closer together. It was proposed to [] that his true objective might be met some other way, specifically he accepted the recommendation that we first discuss the problem with the SPA-DD/S with a view toward setting up a series of conferences between the DD/P Division Chiefs and each member of the support planning committee as a means of exchanging views on mutual problems arising out of the experience gained in reviewing the 1957-58 operational plans. The first meeting for these purposes is being held on 4 June.

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7. At the 29 May meeting of the DD/P Materiel Board some actions were taken which have effect upon training activities at [] This Staff is summarizing those actions with a view toward presenting them to the Chief, Operations School, and AF [] and appropriate members of their staffs.

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8. JOTF Regulation and other papers - By 4 June PPS should have ready for coordination with D/Pers both the revised regulation [] and a blueprint of OTR-O/Pers relations in the conduct of the JOT Program. These will be sent to the DD/S for approval, perhaps by the end of next week.

The blueprint spells out in considerable detail those administrative and support functions that the Office of Personnel provides OTR in the latter's direction of the Program; it is, thus, a continuation and an elaboration of the basic delineation of responsibilities set forth in the regulation.

III. PERSONNEL ITEMS: None

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